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12 OCT 1988

MEMORANDUM FOR: Chief, Career Management Staff, Directorate for Administration

VIA: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Working Space for DA Personnel Policy Task Force

REFERENCE: Memo for D/OL fm C/DA/CMS dtd 14 Sep 88, Same Subject

1. In response to your recent request for office and conference room space for the DA Personnel Policy Task Force, we propose that Suite 416 Key Building be made available for the needs of the task force. A representative of the Office of Logistics toured the proposed space with several members of the task force. Their response was positive. The space is delineated in the attached floor plans.

2. We understand that your need for the proposed space will lapse in approximately nine months. Consequently, our records will show that the area will be available for reassignment at that time.

3. I am forwarding a copy of this memorandum to the External Buildings Division, which will be responsible for ensuring that Room 416 Key is habitable. A copy of this memorandum will also be forwarded to the Management Support Division, which will be responsible for servicing your parking space request. [redacted] Chief, External Buildings Division, can be reached on extension [redacted]. The Chief, Management Support Division can be reached on extension [redacted]. Do not hesitate to contact either organization if you have any questions.

John M. Ray

Attachments

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SUBJECT: Working Space for DA Personnel Policy Task Force

25X1 OL/FMG/SPD/HCB, [REDACTED] (7 October 1988)

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14 SEP 1988

MEMORANDUM FOR: Director, Office of Logistics

STAT FROM:


Chief, DA/Career Management Staff

SUBJECT: Working Space for DA Personnel Policy
Task Force



Dear John -

1. It is requested that your office locate and set aside working space and an adjoining conference area to accommodate the eleven members of the DA Personnel Policy Task Force to include the following items:

- 11 desks
- 11 chairs
- 1 four-drawer safe
- 11 typewriters

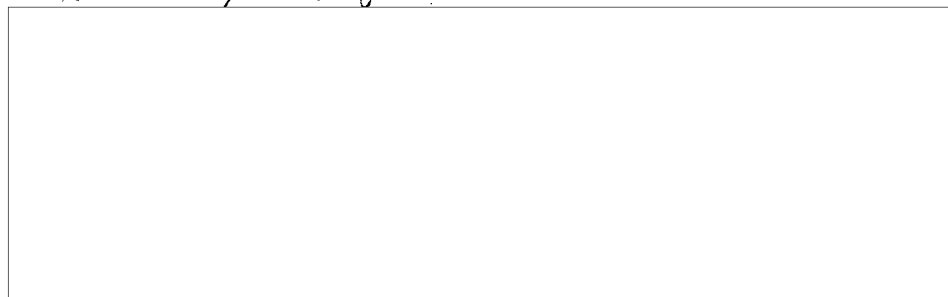
The space should be available for use on or before 31 October 1988. If the space made available to the task force is located outside the Headquarters area, we will also need individual parking spaces for use by task force members.

2. As you are aware, the task force officially kicked-off on 12 September 1988. During the initial start-up period, projected at this point to be approximately six weeks, task force members will be researching and reviewing the personnel and career management systems within their respective career services. It is at the conclusion of this time period that the task force members will convene as one working group.

3. Your assistance in ensuring that office space is available to us on the aforementioned date would be greatly appreciated. If you have any questions regarding this request, please feel free to contact me on 
secure or 

4. Please allow me to thank you in advance for your cooperation and efforts to satisfy the above requirements.

Thanks my friend -



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